



**WASHINGTON HISTORIC PRESERVATION
COMMISSION**

Regular Scheduled Meeting - Agenda
Tuesday, February 2nd, 2016
7:00 PM

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business – Major Works

1. Demolition By Neglect Ordinance improvements

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Ms. Annette Jefferson for a Certificate of Appropriateness to replace two wooden windows on the rear elevation on the property located at 323 East Main Street.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 432 East Main Street to replace the asphalt shingles with metal on the roof of the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 120 West Main Street to repair the rotten wood and replace broken tile around the glass windows on the front facade. The owner would also like to replace the worn awning and repair the sign on the rear of the store.

VI. Other Business

1. Demolition By Neglect Ordinance: property status

VII. Approval of Minutes – January 5, 2015

VIII. Adjourn

OLD BUSINESS

**Washington's
Demolition By Neglect
Ordinance:
Improvements**

SECTION 27-162.1. PREVENTION OF DEMOLITION BY NEGLECT OF BUILDINGS AND STRUCTURES IN THE HISTORIC DISTRICT

(a) Definitions.

- (1) "Certificate of Appropriateness" shall mean a certificate issued by the Historic Preservation Commission certifying that the changes proposed to a structure located within the historic district meet the historic design guidelines.
- (2) "Historical Significance" shall mean a structure located within the historic district determined by inventory to have been constructed during the period of significance of the historic district and that possesses historic integrity.
- (3) "Historic District" shall mean an area established by the City through zoning that has local historical significance. Properties within this area must meet local design guidelines.
- (4) "Historic Preservation Commission" (Commission) shall mean the Commission established by the City to protect and preserve local historical resources. The Commission evaluates the appropriateness of exterior changes to buildings and new construction proposed for properties located within the historic district.
- (5) "Demolition by Neglect" shall mean and include the failure by the owner or such other person who may have legal possession, custody, and control of any building or structure (including walls, fences, light fixtures, steps, pavement, paths, or any other appurtenant feature), either designated as an historic landmark or found to have historical significance, to keep the exterior features free of decay, deterioration, and structural defects, in order to ensure that the same shall be preserved. Demolition by neglect shall also include the failure of such owner, or other person having such legal possession, custody, and/or control, to repair, upon written request by the City, such exterior features as are found to be deteriorating, or to correct any condition contributing to deterioration, including but not limited to the following defined and prohibited conditions of neglect and defects:
 - a. Deterioration of exterior walls, foundations, or other vertical supports that cause leaning, sagging, splitting, listing, or buckling.
 - b. Deterioration of flooring or floor supports, roofs, or other horizontal members that cause leaning, sagging, splitting, listing, or buckling.
 - c. Deterioration of external chimneys causing leaning, sagging, splitting, listing, or buckling.
 - d. Deterioration or crumbling of exterior plasters or mortars.

- e. Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- f. Defective protection or lack of weather protection for exterior walls and roof coverings, including lack of paint, or weathering due to lack of paint and/or other protective coverings.
- g. Rotting, holes, and other forms of decay.
- h. Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes the delamination, instability, loss of shape and form, or crumbling.
- i. Heaving, subsidence, or cracking of sidewalks, steps or pathways.
- j. Deterioration of fences, gates, and/or accessory structures.
- k. Deterioration of any exterior feature so as to create, or permit the creation of, any hazardous or unsafe conditions to life, health, or other property.

(6) "Planning Director" shall mean and include the duly appointed Director of Planning and Development of the City of Washington, his designee, or his agent.

(b) Applicability.

In order to promote the purposes of the historic district, this section requires the owners of certain historic properties to maintain their properties and not allow them to fall into a state of disrepair constituting demolition by neglect. The requirements of this section are applicable only to properties located in the historic district.

The Planning Director, upon his own motion or upon the petition of the Commission, may require the correction of deterioration, making of repairs, or the remedy of any condition constituting demolition by neglect to any historic landmark or structure located within the historic district so that such structure or landmark shall be preserved and protected in accordance with the purposes of the historic district.

(c) Procedures for Hearing.

(1) Whenever the Planning Director receives a petition or other sufficient information to believe a property including structure is undergoing or constitutes demolition by neglect, the Planning Director shall, if the preliminary investigation discloses a basis for such charges, within 7 days issue and cause to be served upon the owner and such other persons who may have legal possession, custody, and control thereof, a complaint stating the charges and containing a notice that a

hearing will be held before the Commission at the Commission's regular meeting place, at a fixed date and time not less than 30 days after the serving of such complaint; that the owner and parties in interest shall be given the right to answer such charges and to give testimony at the place and time established in the complaint. The purpose of the hearing is for the Commission to receive evidence, determine if the property is undergoing or constitutes demolition by neglect, and, if so, issue an order to remedy the same. At this hearing, the owner or party in interest will also be allowed the opportunity to present a claim of undue economic hardship as provided hereinafter.

- (2) If, after such notice and hearing, the Commission determines that the property including structure is undergoing or constitutes demolition by neglect according to the standards hereinabove and does not find undue economic hardship as provided for hereinafter, **the commission shall consult with building inspections and the planning department to develop a schedule for the timely completion of necessary repair items. The schedule will include time for the procurement of estimates from up to three contractors that are competent in undertaking the necessary repairs.** The Planning Director **will then** prepare and serve upon the owner and parties in interest a written order including findings of fact in support of its determinations and order to repair, within the time specified by the Commission, those elements deteriorating, contributing to deterioration, deteriorated, or otherwise undergoing or constituting demolition by neglect. Said order shall serve as a certificate of appropriateness for such repair consistent with its terms. **At the discretion of the historic preservation commission, the schedule may be adjusted to account for unforeseen delays such as weather or the shipment/receipt of building materials. Should any such delays arise, it is the responsibility of the owner to notify the commission staff person at the city planning department in a timely manner.**

(d) Safeguards from undue economic hardship.

- (1) When a claim of undue economic hardship is made owing to the effects of this section, the owner and parties in interest shall present the information provided under subsection (2) to the Commission. The Commission may require that an owner and parties in interest furnish such additional information as is relevant to its determination of undue economic hardship. The Commission may direct staff to furnish additional information that the Commission believes is relevant. The Commission shall also state which form of financial proof it deems relevant and necessary to a particular case. In the event that any of the required information is not reasonably available to the owner and parties in interest or cannot be obtained by the owner, the owner shall describe the reasons why such information cannot be obtained.
- (2) When a claim of undue economic hardship is made owing to the effects of this section, the owner and parties in interest must provide evidence during the

hearing upon the claim, describing the circumstances or hardship. The minimum evidence shall include for all properties:

- a. Nature of ownership (individual, business, or nonprofit) or legal possession, custody and control.
- b. Financial resources of the owner and parties in interest.
- c. Estimated costs of repairs.
- d. Assessed value of land and improvements (existing).
- e. Real estate taxes for the previous two years.
- f. Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or by inheritance.
- g. Annual debt service, if any, for the previous two years.
- h. Any listing of the property for sale or for rent, the price asked, and offers received, if any.
- i. Any financial or practical circumstance deemed relevant by the owner or parties in interest.

In addition, for all income producing properties, the owner and parties in interest must also provide the following:

- a. Annual gross income from the property for the previous two years.
- b. Itemized operating and maintenance expenses for the previous two years, including proof that adequate and competent management procedures were followed.
- c. Annual cash flow, if any, for the previous two years.

(3) No later than the close of the second meeting of the Commission following the Commission's hearing on the claim, the Commission shall cause to be made a finding of undue or no undue economic hardship and shall enter the reasons for such finding into the official record.

(4) In the event of a finding of undue economic hardship, the finding shall be accompanied by a recommended plan to relieve the economic hardship. This plan may include, but is not limited to the following: property tax relief as may be

allowed under North Carolina law; loans or grants from the City, County, or other public, private, or non-profit sources; acquisition by purchase or eminent domain; building code modifications; changes in applicable zoning regulations; or obtaining a variance proving sufficient to mitigate the undue economic hardship. The Commission shall report such finding and the recommended plan to the Planning Director. The Planning Director shall cause to be issued an order for such property to be repaired within the time specified according to the provisions of the recommended plan which shall serve as a certificate of appropriateness for such repair consistent with its terms.

(e) Stay of Proceedings.

An approved Certificate of Appropriateness and arrangements to bring the property into compliance agreed upon by the property owner and other parties of interest and the Commission will stay all proceedings under this section so long as progress, as determined in the sole discretion of the Commission, is made consistent with the terms of the Certificate of Appropriateness.

(f) Remedies.

- (1) If the owner of said property fails to comply with an order to repair issued hereunder, the owner shall be subject to such remedies and penalties as may be provided for by State law and/or sections 40-581 through 40-584 of the Code of the City of Washington.
- (2) Any notice or order served hereunder shall satisfy the notice requirement for issuance of a civil penalty under section 40-581 of the Code of the City of Washington.
- (3) Protective action.

The Commission may order that a building be secured temporarily by boarding up, temporary reinforcement or other appropriate measures and that an intrusion alarm system and fire detection system be installed and actively monitored by connection to a licensed alarm company which remains in ready contact with the Washington Police and Fire Departments.

(4) Administrative Fees.

- (1) No administrative fees shall be charged for the first inspection following an order to repair in order to ascertain compliance with any notices or orders issued hereunder. For each inspection, beginning with the second inspection, an administrative fee shall be assessed as written.
- (2) In addition to any other charge, any owner of a building or structure designated as an historic landmark or found to have historical significance located within the historic district shall be subject to the administrative fee,

upon any additional hearings hereunder disclosing defects defined in this section within the same 12 month period beginning on the date of the violation and ending on the same date in the following year. The property may also be assessed any costs incurred in obtaining service including legal publication of notice of compliant charges, hearing notice and findings of fact and orders related to the dwelling.

(5) Order of Abatement.

In addition to any other remedy provided for hereunder, the Commission may apply for and the Court may enter an Order of Abatement. An Order of Abatement may direct that improvements or repairs be made, or that any other action be taken that is necessary to bring the property into compliance with this section. Whenever the party is cited for contempt by the Court and/or the Commission executed the Order of Abatement, the Commission and/or City shall have a lien, in the nature of a mechanic's and materialman's, on the property for the cost of executing the Order of Abatement.

(6) Civil Penalty

(7) No civil penalty shall be collected unless and until the Planning Department transmits a notice thereof to the property owner by first class and certified mail. The notice shall also set forth the time period, not less than 10 days, within which corrective measures must be commenced and shall establish a deadline for completion of the work. The notice shall state that failure to either (i) commence the work or (ii) complete the work, within the specified time period will result in the assessment of civil penalties and other enforcement action the civil penalty shall be subject to such remedies and penalties as may be provided for by State law and/or sections 40-581 through 40-584 of the Code of the City of Washington.

(g) Methods of Service

Complaints or orders issued by the Planning Director or his designee shall be served upon persons either personally or by registered or certified mail. If the whereabouts of such person(s) is/are unknown, the same cannot be ascertained by the Planning Director in the exercise of reasonable diligence, the Planning Director makes an affidavit to that effect and in said affidavit affirms the steps taken to determine and locate the person(s) of interest, then the serving of such complaint or order may be made by publishing the same once each week for two successive weeks in a newspaper generally circulated within the City. Where such service is by publication, a

notice of the pending proceedings shall also be posted in a conspicuous place on the premises thereby affected.

(h) Appeals.

Findings and orders made by the Planning Director or his designee or by the Commission may be appealed to the Board of Adjustment. To perfect such an appeal, the application must be filed by an aggrieved party with the Board of Adjustment within 10 days following receipt of the order for repair of the property or other determination. Appeals shall be in the nature of certiorari.

(i) Other City powers.

Nothing contained within this section shall diminish the City's power to declare a building to be unsafe or a violation of the minimum housing code.

(j) That all ordinances and portions of ordinances in conflict herewith are hereby repealed.

(k) That these amendments shall become effective upon enactment.

or misrepresentations made in securing the permit or certificate. Any permit or certificate mistakenly issued in violation of an applicable State or local law may also be revoked.

- (g) Criminal Penalties. Any violation of this Ordinance shall be a misdemeanor or infraction as provided by N.C.G.S. 14-4.

Section 40-582. Civil Penalties - Assessments and Procedures.

- (a) Responsible Parties. The owner or occupant of any land, building, structure, sign, use of land, or part thereof, any architect, builder, contractor, agent, or other person who participates or maintains any condition that is in violation of this Ordinance may be held responsible for the violation and subject to the civil penalties and remedies provided herein.
- (b) Notice. No civil penalty shall be assessed until the person alleged to be in violation has been notified in accordance with Section 40-580(a). If after receiving a notice of violation under Section 40-580(a), the owner or other violator fails to take corrective action, a civil penalty may be imposed under this Section in the form of a citation. The citation shall be served in the same manner as a Notice of Violation. The citation shall state the nature of the violation, shall state the civil penalty to be imposed upon the violator, and shall direct the violator to pay the civil penalty within fifteen (15) days of the date of the citation.
- (c) Continuing Violation. For each day the violation is not corrected, the violator will be guilty of an additional and separate offense and subject to additional civil penalty.
- (d) Penalties. Any person who violates any provision of this Ordinance shall be subject to assessment of a civil penalty in the amount of fifty dollars (\$50.00) per violation, per day. The penalty would begin after the expiration of the notice of violation, or after an appeal from a notice of violation is denied.
- (e) Demand for Payment. The Department of Planning and Development shall make written demand for payment upon the owner or the person in violation and shall set forth in detail a description of the violation for which the civil penalty has been imposed.
- (f) Nonpayment. If payment is not received or equitable settlement reached within thirty (30) days after demand for payment is made, the matter shall be referred to the City Attorney to institute a civil action for recovery of the civil penalty. Moreover, if the civil penalty is not paid within the time prescribed, the Director of Planning and Development may have a criminal summons or warrant issued against the violator. Upon conviction, the violator shall be subject to any criminal penalty the court may impose pursuant to N.C.G.S. 14-4.

MAJOR WORKS

323 East Main Street

**Window Replacement on
Rear Elevation**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 323 East Main Street

Historic Property/Name (if applicable): _____

Owner's Name: Annette Jefferson

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

The home owner would like to replace two wooden windows on the second floor of the rear elevation of the house. The sills and sashes are rotting, so the home owner would like to replace them with windows that are made of wood composite and the units are on the exterior of the glass.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Annette Jefferson
(Name of Applicant - type or print)
323 East Main St 27889
(Mailing Address) (Zip Code)
6 Jan 2016 252.974.4548
(Date) (Daytime Phone Number)
Annette Jefferson
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.





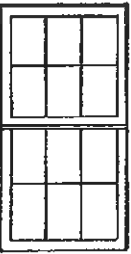
Ref: *Chinello*http://estsrv.lowes.com/in2o_b/mediumQuote.jsp?projectId=14...[Back to Quote](#)

Date: 12/11/2015

LOWE'S HOME CENTERS, LLC #786
 1701 CAROLINA AVENUE
 WASHINGTON, NC 27889-3340
 USA
 (252) 975-1006



Project #: 460723050 Description: main st window quote
 Customer Name: JOHNNY BELL
 Customer Phone: (252) 975-5165
 Customer Address: 142 DEERTRACK
 WASHINGTON, NC 27889
 USA

Line Item Frame Size	Product Code Description	Unit Price	Quantity	Total Price
0001 Exact Size = 33 3/8-in W x 65-in H 	Manufacturer: PlyGem Windows Wood Division : Millwork Product : Windows Type : Double Hungs View Energy Star Products : No - I want to view all products Material : Composite Product Line : New Construction Frame : 4-9/16-in Unit Style : White Composite Interior / Composite Sash Fin Type : Brick Mould Configuration : Single Unit Sash Configuration : Standard Performance Rating : Standard DP Performance Florida Approval Number : Not Listed Exterior Color : White (Paintable) Interior Finish : White (Paintable) Opening Type : Exact Actual Width: 33 3/8-in Actual Height: 65-in Rough Opening Width : 34 1/2-in Rough Opening Height : 65 5/8-in Glass Type : Dual Glazed Tempered Glass : No Low E Glass : Low E Tint : No Glass Option - Top Sash : Clear Glass Option - Bottom Sash : Clear Gas Filled : Argon Grid Type : 1 1/4-in Simulated Divided Lite with Shadow Bar Grid Style : Colonial Grid Location : Top and Bottom Top Grid Pattern : 3W2H			
		534.00 \$594.01	2	1068.00 \$1,188.02

Bottom Grid Pattern : 3W2H
Exterior Grid Color : White (Paintable)
Interior Grid Color : White (Paintable)
Wall Depth : No Extension Jamb
Sill Stops Applied : No
Brick Mould (Exterior Casing) : Synthetic MW Brick Mould
Sill Nose Type : Standard
Sill Nose & Horn Options : Standard - No Extension
Base Sill Material : Composite
Sill Nose Material : Synthetic
Blind Stop Option (Material) : Synthetic
Tilt Option : EZ Tilt
Balance Color : Beige
Hardware Finish : White
Screen : Full Screen
Screen Color : White
Screen Mesh : Fiberglass
Series : 4400 Series
Delivery : Store
Lead Time : 14 Days
Item Number : 89320

Salesperson: RUDY BROWN (S0786RB1)

Project Total: \$1,188.02

106800

Accepted by: _____

Date: 12/11/2015

Print Detailed Quote

This Millwork Quote is valid until 1/9/2016. This is an estimate only. This estimate does not include tax or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted.



Ref: Annette Offerson



433 North Main Street
Rocky Mount, VA 24151-0559

Phone: (800) 999-8400

Fax: (800) 950-3220

www.plygemwindows.com

Customer Information

BILL TO: 351281	SHIP TO: 351281
BFS / Washington Yard	BFS / Washington Yard
515 E Water Street	515 E Water Street
Washington NC 27889	Washington NC 27889
252-946-6431 252-946-0265(Fax)	252-946-6431 252-946-0265(Fax)

Quote Not
Certified

2565018	12/16/2015	None	Not Set	wadkins
			Rocky Mount	Miscellaneous Office Account

1-1

Qty: 2
Room Location:
None Assigned
Note:

Rough Opening: 36 3/8 X 65 1/4, Frame: 35 3/8 X 65
Product Unit 1: MW Pro Series 400 Double Hung
Dimensions: Call Size 2-10 5-2, Frame Size 35.375 X 65
Color: Exterior = White, Interior = White, Balance = White
Unit Type: EZ Tilt, Base Sill Material: Synthetic, Blind Stop Material:
Synthetic, Prep for Stool and Apron
Unit Performance: DP +40/-40, No Thermal Requirement, U-Factor = 0.32,
SHGC = 0.25, VLT = 0.46
Glass Unit 1: Low-E, Double Glazed, Warm Edge (WE), Metal
Unit 1 Lower, 1 Upper: Annealed
Grilles: 7/8" SDL w/Shadow Bar, Colonial, Exterior = White (Paintable),
Interior = White (Paintable), 3W2H
Hardware: White, 2 Locks
Wrapping - Frame Options: Standard Nose, Synthetic, Sill Horn Options =
Extend Both Sides, Sill Horn Length = 6
Wrapping - Exterior Casing: Omit Brickmould
Wrapping - Jamb Extension: 4 9/16"

609.00 1218.00



1-2

Qty: 2
Room Location:
Note:

Unit 1 Screen, Call Size: 2-10 5-2, Screen Color: White

18.80 37.60

1255.60

Tax 84.75

Total Unit Quantity: 4

1340.35

Builder's First Source

2565018	12/16/2015	None	Not Set	wadkins
			Rocky Mount	Miscellaneous Office Account

Unassigned Project	Unassigned Quote
Order:	
Delivery:	
Comment:	

	1255.60
	84.75
	1340.35

CUSTOMER SIGNATURE _____

DATE _____

Prices listed are good for acceptance for 30 days after the quote is certified. All material to be delivered within an additional 90 days or pricing may be increased due to material cost increase. Acceptance of the order by Ply Gem will be determined by availability of production time. Product quoted may or may not meet architect's specifications. Please verify adherence to state and local codes. Total does not include applicable taxes. Job total is reflected by the quantities SHOWN ABOVE. In the event of quantity or extension discrepancy, unit price will prevail.



DOWNTOWN DEVELOPMENT
& HISTORIC PRESERVATION

January 26, 2016

Subject: Certificate of Appropriateness – 323 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

A request has been made by the owner of 323 East Main Street to replace 2 wooden windows on the second floor of the rear elevation with new, wood composite windows on the property.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday February 2, 2016

Place: City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

Time: 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

Emily R. Rebert

Emily Rebert
Community Development Planner
Historic Preservation
252-946-0897
erebert@washingtonnc.gov

Adjoining Property Owners: 323 East Main Street

Jerry and Nancy Bienes
754 McCotters Marine Road
Washington NC 27889

Rachel Cahoon
1149 A Nicklous Drive
Greenville NC 27834

Glenn and Kathleen Simpson
322 East Main Street
Washington NC 27889

Virginia Finnerty
400 East Main Street
Washington NC 27889

Henry Clay Carter
325 East Main Street
Washington NC 27889

Mary Haubenreiser
118 South Academy Street
Washington NC 27889

Staff Report

323 East Main Street

The application for the property located at 323 East Main Street is requesting approval to replace two windows on the rear elevation of the property.

The homeowner would like to install two, new wood composite windows in place of the existing windows on the second floor of the rear elevation of the house. Muntins will be on the exterior of the glass.

Washington's Design Guidelines Chapter 3.4.1 states to retain and preserve historic windows and doors. The sashes appear to be old, however, the quality of glass does not match the other sashes throughout the structure.

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 323 East Main Street: Replacement Windows

A request has been made by Ms. Annette Jefferson for a Certificate of Appropriateness to replace two windows on the second floor of the rear elevation on her house located at 323 East Main Street. Please review the Design Guidelines, specifically Chapter 3.4.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Annette Jefferson to install new windows on the second floor on the rear elevation on the property located at 323 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Chapter 3.4 Windows and Doors**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Annette Jefferson to install new windows on the second floor on the rear elevation on the property located at 323 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Chapter 3.4 Windows and Doors**. I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to Ms. Annette Jefferson to install new windows on the second floor on the rear elevation on the property located at 323 East Main Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically **Chapter 3.4 Windows and Doors**.

MINOR WORKS

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 432 East Main Street

Historic Property/Name (if applicable): _____

Owner's Name: Marta Matthews

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

metal Roofing - replacing shingle roofing

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input checked="" type="radio"/> Approved	<u>EM</u>
<input type="radio"/> Approved with Conditions	
<input type="radio"/> Denied	
<input type="radio"/> Withdrawn	
<input type="radio"/> Staff Approval	
(Date)	(Authorized Signature)

Marta Matthews
(Name of Applicant - type or print)

432 E. Main Street, City 27889
(Mailing Address) (Zip Code)

11/2/16 252 975 3975
(Date) (Daytime Phone Number)

Marta H. Matthews
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 120 W MAIN ST.

Historic Property/Name (if applicable): _____

Owner's Name: William Jefferson

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

REMOVE FRONT GLASS - REPAIR ROTTEN WOOD - REPLACE TILE @ GLASS
RECOVER FRONT AWNING
REPAIR SIGN @ REAR OF STORE

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input checked="" type="radio"/> Approved	<u>WJ</u>
<input type="radio"/> Approved with Conditions	
<input type="radio"/> Denied	
<input type="radio"/> Withdrawn	
<input type="radio"/> Staff Approval	
(Date)	(Authorized Signature)

William Jefferson
(Name of Applicant - type or print)

120 W MAIN ST. WASH, NC. 27889
(Mailing Address) (Zip Code)

1-5-16 946-4448
(Date) (Daytime Phone Number)

William Jefferson
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____ Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

OTHER BUSINESS

**Washington's
Demolition by Neglect
Ordinance:
Property Status**

Property Address	Owner Address	Property Owner	Initial Notification	Investigation	Informal Letter	Result
EX: 1944 Locust RD	1944 Locust RD	Emily Rebert	15-Dec-15	31-Dec-15	2Jan2016 (w/h 7d)	no call
220 East Water St	620 Duck Creek Road	Vickie Dotson	Fall 2015	30-Dec-15	5-Jan-16	Office meeting 21Jan:
756 West Second St	PO Box 283 Chocowinity NC 27817	Ernest & Constance Cole	Sep-15	30-Dec-15	5-Jan-16	Called 25Jan: Process delayed 1 month to accommodate a development of plan of action
186 West Main St	24 Somerset Ln Stafford VA 22554	Thomas & Linda Czuhai	Dec-15	30-Dec-15	5-Jan-16	Called 13Jan: Process delayed 1 month to accommodate a development of plan of action
325 North Harvey St	301 Christian Service Camp Road	Billy Russ Darrow Jr. & Dorothy D. Konigsmark	Fall 2015	27-Dec-16	28-Jan-16	
219 East Third St	PO Box 82	Muriel Moore	Fall 2015	27-Dec-16	28-Jan-16	
Corner Bonner & Third ST	2334 Tar Landing Rd Williamston NC 27892	William & Kaye Dotson	Jan-16	27-Dec-16	28-Jan-16	

Hearing Notice Letter	Date of Hearing	Result	Notice of Decision	Order to Repair Letter	BOA	Result	COA to Repair	Pendallies
2-Feb-16	1-Mar-16	no hrdshp	5-Apr-16	6-Apr-16	12-May-16	Upheld	7-Jun-16	\$0

postponed 1
month pending
action plan

postponed 1
month pending
action plan

postponed 1
month pending
action plan



DOWNTOWN DEVELOPMENT & HISTORIC PRESERVATION

January 26, 2016

Ernest and Constance Cole
PO BOX 283
Chocowinity NC 27817

RE: Demolition By Neglect Ordinance: 756 West Second Street: Stopping the Process

Dear Mr. and Mrs. Cole,

In order to stop the Demo by Neglect Process, the historic commission and planning department would like you to develop a plan of action to repair the property located at 756 West Second Street. The following are areas of concern:

1. Rot repaired/replaced on porch and surrounding areas (floor, columns, eaves, and siding)
2. Removal of plant growth on the siding
3. Rot replacement/repair of soffit/fascia and eaves (see image for locations)
4. Repair siding to prevent rodent infestation.

Removing or repairing the broken screens/storm windows would really help with the aesthetic of the house. Applying paint to wood surfaces prevents future rot.

The we would like following to happen from the date of this letter:

1. Within 30 Days: A written time-line showing when these items will be repaired submitted to the Planning Department at 102 East Second Street Washington NC 27889
2. Within 90 Days: Work on the property will commence.
3. Within 1 year: Work on the property will be completed.

Please remember to receive all proper approvals prior to work (permits and Certificate of Appropriateness). Failure to comply will result in the continuation of the Demolition By Neglect Ordinance process with out delineation. Please call or stop by my office with questions. It is important to take action to preserve our historic properties as it is a representation of ourselves. Owning property in the historic district, it's up to you to help carry that legacy.

Very Respectfully,

A handwritten signature in black ink, appearing to read 'Emily Rebert'.

Emily Rebert
Community Development Planner
Historic Preservation
erebert@washingtontnc.gov
252.946.0897

Cc: John Rodman, AICP: Planning and Community Development Director, Wayne Harrell: Building Inspections





DOWNTOWN DEVELOPMENT & HISTORIC PRESERVATION

January 21, 2016

Ms. Vickie Dotson
620 Duck Creek Road
Washington NC 27889
252.923.4040

RE: Demolition By Neglect Ordinance: 220 East Water Street: Stopping the Process

Dear Ms. Vickie Dotson,

In order to stop the Demo by Neglect Process, the historic commission and planning department would like you to develop a plan of action to repair the property located at 220 East Water Street. The following are areas of concern:

1. All rot repaired/replaced on porch and surrounding areas (floor, columns, eaves, and siding)
2. Repointing of historic masonry on chimneys
3. Replace broken glass pane
4. Rot replacement/repair of siding on the eastern, rear elevation.

The we would like following to happen from the date of this letter:

1. Within 30 Days: A written time-line showing when these items will be repaired submitted to the Planning Department at 102 East Second Street Washington NC 27889
2. Within 90 Days: Work on the property will commence.
3. Within 1 year: Work on the property will be completed.

Please remember to receive all proper approvals prior to work (permits and Certificate of Appropriateness). Failure to comply will result in the continuation of the Demolition By Neglect Ordinance process with out delineation. Please call or stop by my office with questions. It is important to take action to preserve our historic properties as it is a representation of ourselves. Owning property in the historic district, it's up to you to help carry that legacy.

Very Respectfully,

A handwritten signature in black ink, appearing to read 'Emily Rebert'.

Emily Rebert
Community Development Planner
Historic Preservation
erebert@washingtonnc.gov
252.946.0897

Cc: John Rodman, AICP: Planning and Community Development Director, Wayne Harrell: Building Inspections





Emily Rebert

From: Emily Rebert
Sent: Thursday, January 14, 2016 4:43 PM
To: 'linda.czuhai@verizon.net'
Cc: 'mikegoltra@coastalnet.com'
Subject: Avoiding the Demolition by Neglect Process
Attachments: IMG_4491.JPG; IMG_4487.JPG; IMG_4488.JPG; IMG_4490.JPG

Dear Mrs. Czuhai,

It was lovely talking to you last night. I look forward to working with you! As you requested, Mr. Goltra is cc'd on this email and I'm including the following things:

1. Names of the commission members
2. Images of concern
3. Clarification as to what I need from you and Michael to stop the Demolition By Neglect Ordinance process.

Commission Members:

Ed Hodges: emhodes@hotmail.com
Geraldine McKinley: gerribmckinley@gmail.com
Judi Hickson: judih@suddenlink.net
Mary Pat Musselman: mpmuss13@yahoo.com
Monica Ferrari: ferrarisports07@suddenlink.net
Seth Shoneman: carolinagreenworks@gmail.com
William Kenner: William.kenner@gmail.com

Again, just to clarify... The commission members did not choose your property as a DBN candidate. Citizens approached me with concerns for a property; after the inspection was performed, I sent you the letter, and informed the commission. There were/are/ and will be many more property owners that will be receiving this same letter. Like you pointed out, there are a fair amount of properties that need work done here in the historic district.

To Stop the Demo By Neglect Process:

In order to stop the Demo by Neglect Process, the historic commission and planning department need you to develop a plan of action for the property for the year 2016. The following are areas of concern:

1. Moisture inside the structure, specifically the flooring/walls right inside the front façade needs to be stopped.
2. Cat urine. It appears they are getting inside the building from behind the HVAC unit in the back alleyway. This is something we may need to work on with the town's cat rescue group. The last thing we want to happen is trap cats inside the building.
3. The rear façade of the property is in rough shape. Hopefully eliminating the cat access will also eliminate the smell. Chapter 3.4.14 of the Historic District's design guidelines states all temporary boarded-up fenestrations which will remain in place for more than 30 days must be painted a neutral color.

I need, in writing, a timeline as to when these items will be repaired within 2016. Work needs to commence within 90 days of this email.

Please call or stop by my office with questions.

Very Respectfully,

Emily

Emily Rebert

Emily Rebert

Community Development Planner

Historic Preservation

Office: 252.946.0897

Fax: 252.946.1965



186 West Main Street



MINUTES

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting- Minutes

Tuesday, January 5th, 2016

7:00 PM

Members Present

Monica Ferrari Mary Pat Musselman
Geraldine McKinley Edward Hodges
Seth Shoneman Judi Hickson
William Kenner

Members Absent

All present

Others Present

John Rodman, Director
Emily Rebert, Historic Planner
Jessica Green, Administrative Support

I. Opening of the meeting.

The Chairman called the meeting to order.

II. Invocation

A moment of silence was taken.

III. Roll Call

A silent roll call was taken by staff.

Seth Shoneman made a motion to accept the agenda. His motion was seconded by Geraldine McKinley.

IV. Old Business – Major Works

1. Fence Guidelines

Judi Hickson made a motion to send the revised fence guidelines to City Council for approval.
Monica Ferrari seconded by motion. All voted in favor and the motion carried.

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by the City of Washington for a Certificate of Appropriateness to remove an oak tree in the front lawn of the property located at the Chamber of Commerce Building.

John Rodman came forward and presented the request to remove the oak tree. He explained that the tree is actually on the City of Washington's property. He stated that the tree is enclosed by a block retaining wall. Mr. Rodman explained that a tree man came out and looked at the tree and presented the letter from Slade Landscaping Inc. The letter stated that the tree's root system is very constricted in the area of the retaining wall and the building's foundation. Also the canopy of the tree has been pruned back to try to keep it inside an area not large enough for the normal growth of the tree. Mr. Slade also stated that there is a hollow area in the tree also. Mr. Rodman stated that they would like to remove the tree and replace it with a crepe myrtle. Mr. Rodman stated that he didn't know if a crepe myrtle would be appropriate but they are open for suggestions for the Commission. Monica Ferrari asked if moving the tree would be an option. Mr. Rodman stated that they looked into that option but it was determined that the tree was already in so much distress that the tree would not survive. Mary Pat Musselman stated that it was unfortunate that the tree has to come down and they should consider replacing it with a stateliner shade tree. The Commission discussed the issue further.

The Chairman opened the floor.

Monica Ferrari made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to the City of Washington to remove an oak tree located on the west side of the property located on Stewart Parkway. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval: a stateliner tree with a tap root is planted to replace it. Her motion was seconded by Judi Hickson. All voted in favor.

2. A request has been made by Mr. Pat Griffin (representing Mr. James Bagwell) for a Certificate of Appropriateness to install a six foot, wooden gate and fence partition on the property located at 317 West 2nd Street.

Mr. Pat Griffin came forward and was sworn in. He stated that they would like to put up a fence for safety reasons. He explained that there have been two break-ins in the Civic Center parking lot and the robbers ran through the property and up on the porch of the house. He explained that they would like to put up the fence to restrict the traffic from walking through the property. Mr. Griffin stated that he believed his requested followed the current guidelines. Ms. Hickson and Mr. Griffin discussed the actual location of the fence on the property. Monica Ferrari asked if there was a reason why Mr. Griffin couldn't make the fence just 5ft. tall. Mr. Griffin stated

that he is using the fence to hide the view of the backyard from the street and the Civic Center parking lot and also to block traffic. Mr. Kenner asked if the existing landscaping would remain. Mr. Griffin stated that the trees would not be affected and they will add extra landscaping up to the curb. Mary Pat Musselman asked if he considered a more decorative fence. Mr. Griffin stated that he would be happy to consider that option. The Commission discussed the height further.

The Chairman opened the floor.

Dee Congleton came forward and expressed her wishes for a 5ft more attractive fence.

Monica Ferrari made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Pat Griffin to install a wooden partition on the property located at 317 West Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval: that Mr. Griffin agreed to put appropriate landscaping on the side of the fence facing the Civic Center. Her motion was seconded by Geraldine McKinley. All voted in favor.

3. A request has been made by Mrs. Geraldine McKinley to convert her family home located at 405 East Main Street back to a single family home. Currently the house has an apartment, with the access on the front porch. The home owner would like to turn the front door into a window and eliminate the current window.

Seth Shoneman made a motion to excuse Geraldine McKinley from the Commission.

Ms. McKinley was sworn in. She stated that she is currently in the process of converting her home back into a single family residence. She stated that she will be removing the downstairs apartment and turning it into a bedroom and bathroom. She stated that she would like to remove the door and replace it with a window. She explained that this section of the house is not original to the house. She stated that she would like to use windows that would match the other windows in the home with a two over two design. She stated that the windows would be a wood composite material with the grids on the outside of the glass. The Commission discussed the request further.

The Chairman opened the floor.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mrs. Geraldine McKinley to make the fenestration alterations and updates on the property located at 405 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation

Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings. The motion was seconded by Seth Shoneman. All voted in favor.

Seth Shoneman made a motion to accept Geraldine McKinley back on the Commission. Judi Hickson seconded the motion.

4. A request has been made by Mr. Jim Wiley to revise the previously approved COA for Moss Landing's Lot #27 (approved September 2015). The structure will be changed from having a double porch to having a single porch. The building will be consistent and will match single family residences in the development.

Carol Nash, representing Moss Landing, came forward and was sworn in. Ms. Nash presented the changes and answered questions from the Commission.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new Moss Marian Office structure on the property located at Lot #27 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.1 & Chapter 5.2. His motion was seconded by Judi Hickson and all voted in favor.

5. A request has been made by Mr. Jim Wiley to revise the previously approved COA for Moss Landing Lot #33 (approved September 2015). The structure will be a different style of home, consisting as a new single-family two-story dwelling. The building will be consistent and will match single family residences in the development.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #33 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction. Her motion was seconded by Monica Ferrari.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 317 W Second Street to replace the air/heat pump unit in the same location on the property.

2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 409 West Main Street to repair the existing walkway leading up to the building with the same material and design.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 100 East Main Street to repair a section of the roof on the structure. The rotten wood will be replaced and re-shingled. Repair will not be seen from the streetscape.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 120 North Pierce Street to replace the HVAC unit in the same location on the property.
5. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 156 Water Street to replace current split heating pump in the same location on the property.

Seth Shoneman made a motion to approve the minor works. Geraldine McKinley seconded the motion. All voted in favor and the motion carried.

VI. Other Business

1. Demolition By Neglect Ordinance

Scott Campbell came forward and discussed the Demolition By Neglect Ordinance. He urged the Commission to start being more aggressive towards property owners who are allowing the properties to fall into disrepair. He stated that he would like to see the Commission push Council to start the Demolition By Neglect Ordinances. Mr. Campbell stated that property owners that let their property fall into disrepair need to be held accountable. He then talked about the affect these properties have on the district.

Emily Rebert came forward and explained that she would start to enact the ordinance. She stated that she would be going after 3 properties each month. She encouraged the Commission to recommend properties to her and to become familiar with the ordinance. Ms. Rebert then presented the first three properties that she would be notifying. She stated that currently the ordinance does not include civil penalties and she also pointed out some of the over points that she would like to update.

VII. Approval of Minutes- December 1, 2015

Monica Ferrari made a motion to approve the December minutes. Her motion was seconded by Geraldine McKinley. All voted in favor and the motion carried.

VIII. Adjourn

There being no other business the meeting was adjourned.